



Administration  
& Management

## OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

September 8, 1955

Administrative Reissuance Incorporating Change 32/1, July 27, 1956

### ADMINISTRATIVE INSTRUCTION NO. 32

SUBJECT: Payment of Uniform Allowances to Civilian Chauffeurs

Reference: (a) Department of Defense Instruction 1418.2, dated *February 16, 1956*

#### 1. PURPOSE

1.1. The purpose of this Instruction is to provide implementing regulations as required in reference (a) for the wearing of uniforms by civilian employees.

1.2. These regulations shall apply to those civilian employees who are assigned to the operation of a passenger motor vehicle used by key officials who have been specifically authorized by the Secretary of Defense to have chauffeurs.

#### 2. POLICY

Civilian chauffeurs, as defined above, shall be required to wear uniforms as prescribed in this Instruction, and shall be paid a uniform allowance as provided for in this Instruction.

#### 3. STANDARDS

##### 3.1. Description of Articles of Uniform

##### 3.1.1. Winter

3.1.1.1. Coat: Shall be of dark blue, 13 to 15 ounce wool or worsted

material, such as elastique, whipcord, serge, or similar material, presenting the same appearance. It shall be double-breasted, *three or* four-button style, with peaked lapels, seam back, no vent, semi-fitting, conventional length.

3.1.1.2. Trousers: Shall be of conventional type, matching the coat in color and fabric; of plain design, with cuffs.

3.1.1.3. Cap: Caps shall be of dark blue material, such as elastique, whipcord, serge, or similar material presenting the same appearance, with standing front and flaring eight-point brim.

3.1.1.4. Tie: Shall be conventional black four-in-hand tie of woven material, such as wool, silk,, or synthetic rayon.

3.1.1.5. Overcoat: Shall be of 13 to 15 ounce dark blue worsted type fabric such as wool gabardine, serge, whipcord, or similar clear finish type fabric; water-repellant; double-breasted. To be loose-fitting, full-skirted, and drawn in at the waist by an all-around belt of same material as coat, to fasten in front with a buckle of nonmagnetic material. To extend one-third the distance from kneecap to ground; convertible collar; one slash, inside pocket of each front piece with slit giving access to trouser or sack coat pocket; vent at center of back; tab on each cuff, set into front seam and buttoning over front of sleeve to the rear. Removable liner is optional.

### 3.1.2. Summer

3.1.2.1. Coat: Shall be the same in style and color of winter coat, except that material shall be of 9 to 11 ounce tropical fabric, such as tropical worsted wool, wool gabardine, rayon gabardine, or similar material presenting the same appearance.

3.1.2.2. Trousers: Shall be of conventional type, matching the coat in color and fabric; plain design, with cuffs.

3.1.2.3. Cap: Shall be of same material and style as winter cap, except that it shall have a ventilated band.

3.1.2.4. Tie: Same as worn with winter uniform.

3.1.3. White shirt and black shoes shall be worn at all times with both winter and summer uniform.

3.1.4. In any case where women are employed as chauffeurs, there shall be substituted suitable articles of women's wear that shall be similar in quality to the articles of uniform listed above.

### 3.2. Care and Wear of Uniforms

3.2.1. Employees receiving allowances for uniforms shall be required to keep uniforms in a clean, neat, condition at all times and to wear them in the following manner:

3.2.1.1. Coats: Shall be worn and fully buttoned at all times.

3.2.1.2. Trousers: Shall be worn not higher than the top of the arch of the foot so that socks will not show between trouser bottom and shoe top.

3.2.1.3. Cap: Shall be worn at all times when outside of a building and shall be worn squarely on the head with the bottom edge horizontal.

3.2.1.4. Overcoats: When worn, shall be fully buttoned and belted.

3.2.1.5. Ties: Shall be neatly tied with the conventional four-in-hand knot.

## 4. AMOUNT AND PAYMENT OF ALLOWANCES

4.1. Periods Covered By Allowance Payments. The period covered by the initial allowance is one year. The period covered by each replacement allowance is three months. Allowance payments for identical uniform requirements, that overlap these periods, are not authorized.

### 4.2. Initial Allowances

4.2.1. An initial allowance of \$100.00 will be paid to help defray the initial cost of uniforms and will be paid as of the effective date of this Instruction if the employee is currently required to wear a uniform, or on the date thereafter an employee is initially required to wear a uniform.

4.2.2. Transfer or reemployment in the same occupational group -- Where the same uniform requirements apply upon transfer or reemployment, the period covered by the last allowance payment must come to an end before a further allowance

payment may be made. For example, a chauffeur paid an initial allowance, who at any time within the year transfers to a chauffeur position at another activity within the Department of Defense where the same uniform is required, receives only a replacement allowance when it would normally be due.

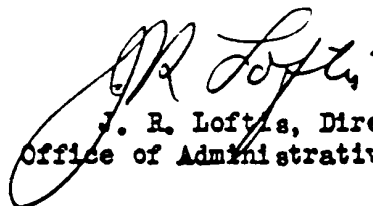
4.2.3. Payment of additional initial allowance -- An employee who, following payment of an initial or replacement, is transferred to or reemployed in a position with different uniform requirements, is paid the initial allowance appropriate to the new position. Also, an employee who, following payment of an initial or replacement payment allowance, leaves the position and is later reemployed in the Department of Defense in a line of work where the same uniform is required, is paid the initial allowance upon reemployment provided a period of at least one full year has elapsed since the end of the period covered by the last allowance payment.

4.3. Replacement allowances. Replacement allowances will be paid quarterly in advance of service performed, starting 12 months after the initial allowance. The amount of replacement allowances *is based on a replacement of 30 percent of the total average cost of the uniform annually as determined by an ad hoc committee of inter-Service representatives appointed for this purpose.*

4.4. Chauffeurs employed prior to the effective date of this Instruction who possess uniforms which do not adhere to the above standards will be permitted to wear such uniforms until replacement is required. Supervisors shall insure that as replacements are purchased they shall conform to the standards set forth in this Instruction.

## 5. EFFECTIVE DATE

The provisions of this Instruction shall be effective immediately.

  
J. R. Loftis, Director  
Office of Administrative Services